



**Title:** Chapter Advisor Coordinator

**Reports to:** Director of Leadership Chapters

**Position Type:** Volunteer position

**Contact:** Send questions to [diana.vela@hopestrong.org](mailto:diana.vela@hopestrong.org)

**Duties and Responsibilities:**

- Maintain a relationship with HoPe Advisors
- Provide resources to HoPe Advisors
- Maintain a calendar of events, workshops, and HoPe opportunities
- Oversee communication platforms with Advisors
- Assist Director of Leadership Chapters in planning and executing quarterly Advisor meetings
- Collaborate and communicate with other Leadership Chapters Coordinators on chapter efforts
- Support special initiatives as assigned by the Director of Leadership Chapters
- Partake in bi-weekly meetings with Director of Leadership Chapters
- Partake in bi-monthly meetings with HoPe Leadership Chapters Coordinators
- Partake in quarterly Leadership Chapters Team meetings

**Qualifications:**

- College student or young professional
- Outstanding written and verbal communication skills in English
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Ability to see solutions and opportunities
- Approachable and relationship oriented
- Excellent time management skills
- Work effectively in teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Google Drive (including Docs, Sheets and Calendar), Microsoft Office (including Word, Excel, and PowerPoint), and social media platforms (Instagram, Slack, GroupMe, etc.) required.
- Must be willing to commit for the whole 2021-2022 academic year
- Strong commitment to HoPe's mission and values

**Time Commitment:**

- 5-7 hours per week.

*\*We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*

